

Chevy Chase Village Board of Managers

February 22, 2016

Special Meeting—Budget Work Session

Note: *These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Village Staff or others in attendance.*

BOARD OF MANAGERS

Michael L. Denger, Chair	Present
Elissa A. Leonard, Vice Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Minh Le, Board Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Chief of Police	Present
Michael Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present

Mr. Michael Denger, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:36 p.m. Mr. Denger explained that this special work session was called to review and discuss the Village Manager's draft of the FY2017 operating and capital budgets. The Board reviewed and discussed the following:

1. The FY2017 budget review and adoption process, including future scheduling. The Board will invite the public's comments on the proposed budget at its regular meeting on Monday, March 14, 2016 and a Public Hearing on the FY2017 budget will be held during the Board's April 11, 2016 regular meeting, with adoption of the final budget at the Village's Annual Meeting on Monday, April 18, 2016. The March and April issues of the *Crier* will include notices regarding the FY2017 operating and capital budget schedule and adoption process and the April issue will feature an explanatory memorandum regarding the proposed budget from the Board Treasurer Mr. Gary Crockett.
2. Current financial position, including the status of general funds and photo speed enforcement program (*SafeSpeed*) reserves.
3. Revenue projections, specifically in regard to income tax, real estate and personal property tax and *SpeedSpeed* citations. The Village Manager's budget projected revenues to the general fund totaling \$4,903,007, which includes an income tax revenue of

\$2,100,000, and property tax revenue of \$955,500. Additionally *SafeSpeed* revenue was projected to total \$1,392,500.

4. The projected operating and capital expenses totaled \$5,101,100; resulting in a projected deficit/draw on reserves in the amount of \$198,093 (these numbers include all FY2017 personnel, operations and capital improvement program expenditures).

Board direction included:

REVENUES

1. The Board directed staff to reduce the projected income tax revenue from \$2,100,000 to \$1,900,000 due to the anticipated hold-back of income tax disbursements as a result of the *Wynne Case* ruling.
2. The Board directed the Village Finance Director, Mr. Protos, in consultation with Board Treasurer, Mr. Crockett, to review the five-year projections for the Village budget and to better refine the numbers to reflect a more precise calculation for changes in revenue and expenses.
3. No further changes were made to the Revenue projections.

EXPENSES

4. Overall Personnel
 - The Board directed the Village Manager to conduct a review and provide a summary of personnel policies as they relate to annual increases in non-compensation personnel expenses.
5. Police/Communications:
 - The Board approved the Police Chief's recommendation to purchase replacement handguns rather than performing the maintenance and parts replacements due on the current twelve-year old handguns issued to each officer. This expense would be charged to the existing "Public Safety Technology and Equipment" category in the FY2017 capital budget. However, the Board directed the Chief to destroy any surplus guns that were not directly purchased by Village Police officers through a licensed dealer. This disposition will require an amendment to the Village's Procurement and Disposition Ordinance (Chapter 24).
 - No changes were made to the Police and Communications departments' personnel and operating budgets.
6. Public Works:
 - The Board directed staff to remove the street sweeping line item from the proposed FY2017 budget and terminate our existing contract for street sweeping services.
 - The Board directed staff to review the feasibility, including costs and required policies, of implementing a contract for Village-wide sidewalk clearing of snow and ice.

- No further changes were made to the Public Works department's personnel and operating budgets.
7. General Government:
- The Board directed staff to remove \$12,400 from the "Dues & Subscriptions" line item to reflect discontinuing membership in the Maryland Municipal League at the end of the current fiscal year. The Board further directed the Village Manager to assess whether there are any compelling reasons why the Village should maintain its membership in the Maryland Municipal League and to report back to the Board at its March 14 regular meeting with a recommendation.
 - No changes were made to the General Government's personnel and operating budgets.
8. Professional Services:
- Approved as drafted.
9. Facilities, Fleet & Infrastructure:
- Approved as drafted.
10. Capital Improvements Program (CIP) Budget; Special Projects:
- The Board directed staff to remove the Chevy Chase Village signage (-\$50,000) project from the CIP.
 - The remaining CIP budget and special projects were approved as drafted.

Adjournment

Ms. Le moved to adjourn the work session. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Leonard, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin and Ms. Le voted in favor of the motion. The work session adjourned at 10:19 p.m.

Attested by: Shana Davis-Cook, Village Manager

Final.